



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-PIDS3/1/2023/28

Date: 2nd May 2023

OFID PROJECT MANAGEMENT UNIT PROJECTS MONITORING, EVALUATION AND REPORTING OFFICER (MERO)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing several projects (water supply, sewerage, waste management, harbor) financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **full time Monitoring, Evaluation and Reporting Officer (MERO)** to the PMU for the implementation of these projects administered by Ministry of National Planning, Housing and Infrastructure (MNPHI).

B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands, the remaining being uninhabited. The projects are to implement by providing sustainable access to safe water supply and sanitation services, and harbor infrastructure. The projects will promote health and connectivity, thereby supporting economic growth and poverty alleviation in the country.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Monitoring, Evaluation and Reporting Officer (MERO) include, but not limited to the following:

1. Overall monitoring and evaluation of projects implemented by the PMU.
2. Timely reporting to the Project Sponsors and other major stakeholders as per the reporting requirements.
3. Participate in construction oversight activities for the project.

D. SCOPE OF SERVICES

Major tasks will include, but not be limited to the following:

1. Monitor progress of projects implemented by the PMU.
2. Analyze project performance and advise Employer of the potential delays and possible corrective actions to mitigate the delays.
3. Keep record of all relevant project information and issue alerts to the Employer and stakeholders for their necessary action with suggested measures in line with contractual requirements.
4. Collecting all necessary information from project team, consultants, contractors and prepare weekly, monthly, quarterly and annual reports necessary as per reporting requirements of the project and communicating the reports with relevant stakeholders in a timely basis.
5. Assist Employer in review and evaluation of time/cost effect on contractual issues such as claims for EoT, additional cost and disputes etc. in accordance with FIDIC Conditions of Contracts for the projects.
6. Assist Employer in keeping track of day-to-day issues in administration of the project.
7. Participate in project site inspection visits, prepare reports and carry out follow up actions as required.
8. Carry out any other duties as maybe assigned from time to time by the Employer.

E. QUALIFICATION AND EXPERIENCE

To be eligible for consideration for this position the candidate must meet the following criteria:

1. Master's degree in Project Management, Construction Management, Civil Engineering or in a field related to the assignment with professional work experience of minimum 5 years general experience including 3 years specific experience in a related field/ or similar capacity **OR**
2. Bachelor's degree in Project Management, Construction Management, Civil Engineering or in a field related to the assignment with professional work experience of minimum 10 years general experience including 4 years specific experience in a related field/ or similar capacity.
3. Work experience in development of monitoring and evaluation programs in the development sector will be an added advantage.
4. A demonstrated ability to rapidly acquire knowledge about the Project, project objectives, delivery mechanisms, performance indicators, and operation performance monitoring and evaluation requirements.

5. Fluency in written and spoken English and excellent interpersonal skills are essential.
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project's portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

F. REPORTING REQUIREMENT

1. Report directly to the Project Director (PD) on all aspects of monitoring and evaluation throughout the duration of the contract unless otherwise advised by the Client.
2. The Monitoring, Evaluation and Reporting Officer should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rata basis.
3. The Monitoring, Evaluation and Reporting Officer shall ensure that all the covenants and outputs are delivered on time, in accordance with the requirements of Client and respective donor agencies.
4. The Monitoring, Evaluation and Reporting Officer is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in May 2023.

H. SELECTION CRITERIA

The Monitoring, Evaluation and Reporting Officer (MERO) will be selected based on the following criteria.

| Rating Criteria | |
|---|---|
| Criterion | Rate |
| <p>Educational Qualification and Experience in related field</p> <ul style="list-style-type: none"> - Master's degree in Project Management, Construction Management, Civil Engineering or in a field related to the assignment with professional work experience of minimum 5 years general experience including 3 years specific experience in a related field/ or similar capacity OR - Bachelor's degree in Project Management, Construction Management, Civil Engineering or in a field related to the assignment with professional work experience of minimum 10 years general experience including 4 years specific experience in a related field/ or similar capacity. | 50 points |
| <p>Experience in working in similar projects (both PSIP and Donor Funded)</p> | 30 points |
| <p>Interpersonal Skills and Presentation (will be assessed during personal interview)</p> <ul style="list-style-type: none"> - Experience in the field - Experience working in similar assignments - Personal Skills and Hard skills | 20 points 08 points 08 points 04 points |

I. REMUNERATIONS AND LEAVE DETAILS

1. Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 25,020 - MVR 28,800** (salary shall be set based on pay commission circular no: 13-NPC/CIR/2018/5) depending on their qualifications and experience. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.

4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.
6. Leave Entitlement:
 - a. Annual Leave: The Consultant may take up to Thirty (30) days leave per calendar year upon the completion of the first year.
 - b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) The Consultant is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
 - (ii) Notwithstanding the above, Consultant is allowed to take first 15 days sick leave without medical certificate and can be taken for two consecutive days.
 - c. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
 - d. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

J. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers.

K. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Infrastructure Department,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: tenders@planning.gov.mv